

## **CITY OF ATLANTA GEORGIA CLASSIFICATION SPECIFICATION**

**Job Title: Police Crime Scene Technician**

**Date: 1995**

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### **Purpose of Job**

The purpose of this job is to process crime scenes for the Police Department. Duties and responsibilities include operating mobile crime scene lab; collecting and processing physical evidence; photographing crime scenes; lifting, processing, classifying and identifying fingerprints; testifying in court; compiling reports; and maintaining and updating records for proper documentation.

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

#### **Productivity and Accountability:**

- Photographs and/or video tapes crime scenes, persons and property; collects physical evidence, lifts fingerprints using powders and chemicals, measures distances, etc.
- Compares and searches latent fingerprints manually and on AFIS computer system for classification, comparison and identification; searches suspects' fingerprints.
- Processes physical evidence using various chemicals/processes; may perform chemical tests on suspects to determine gun firing.
- Master stamps records classified by other technicians; reviews classification for errors.
- Testifies in local, state and federal courts as expert witness on fingerprint charts and evidence.
- Fingerprints and/or photographs immigration/employment applicants, and unconscious and/or unidentified persons in hospitals and/or morgues.
- Enters/retrieves data into/from computer system to maintain database on wanted persons; classifies and searches new records; performs other data entry duties.
- Takes photographs from helicopters for aerial views, as needed.

- May process teletype messages/requests for/from law and court officers; may video tape instructional classes, public relation events, riots, etc.
- Assists with interdepartmental duties as needed.

**Planning and Organizing:**

- Organizes work assignments to meet deadlines; plans scheduled appearance in court; works to meet the goals and objectives of the department.
- Inventories supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

**Communication:**

- Responds to questions, complaints and requests for information by telephone or in person from victims, medical and court personnel, attorneys, applicants, the general public, other agencies, officers and employees, superiors, etc.
- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Provides court room testimony as an expert witness.
- Discusses and analyzes identification assignment/results with other technicians and/or supervisors.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

**Employee Development:**

- Conducts fingerprinting and crime scene processing classes; instructs new technicians on crime scene procedures; guides and trains co-workers on proper procedures and protocol of the department.
- Reviews documents processed by co-workers to ensure accuracy; provides technical assistance at station and/or at crime scene as needed.

**Administrative Duties:**

- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- May represent supervisor and/or substitute for other supervisors and co-workers in temporary absence of same; performs flexible unit assignments as needed and other administrative tasks as assigned.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.

- Attends shift meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

**Equipment Use and Maintenance:**

- Utilizes crime scene identification equipment including various still shot and video cameras, lights, fingerprint processing equipment, etc.; uses fingerprint searcher and microfilming reader/printer.
- Operates a computer, printer, etc., to enter, store and retrieve data, to prepare and produce reports, compose routine correspondence and disseminate information to others on the system using knowledge of various software programs in an effective and efficient manner.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.
- Operates a mobile crime scene lab vehicle to mobilize to sites to process crime scenes and to perform related tasks; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed; operates and utilizes various radio devices for communications.

**Record Keeping and Documentation:**

- Completes daily time sheet and activity reports, vehicle maintenance requests, crime scene and photography reports, evidence inventory form and various other forms and documents.
- Maintains logs and statistics; prepares various weekly, monthly and/or yearly reports; compiles and prepares identification records and reports, graphs, fingerprint identification charts; prepares documentation for court cases.
- Composes and prepares routine correspondence, letters, memoranda and other documents; maintains files and records of reports, forms, requests, memoranda, etc.; completes maintenance requests for equipment needing service and/or repair.

**Interpersonal Relations:**

- Assists clerical personnel in releasing of criminal history data to certain lawfully authorized officers and investigators; ensures "need-to-know" policy is followed as prescribed by law.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to

on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

### **Marginal Job Functions**

- Performs other related duties as required.

### **Knowledge of Job**

Has general knowledge of modern police identification techniques, police photography, human relations and local law enforcement practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to follow policies, procedures, plans and activities and to perform to established goals. Knows how to perform operations and comply with staff plans and objectives for the expedience and effectiveness of specific duties of the City. Is able to implement long-term goals for the department in order to promote effectiveness and efficiency. Has general knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to departmental operations and local law enforcement activities. Is able to effectively communicate and interact with supervisors, elected officials, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgement and discretion in the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret reports and related materials. Must possess knowledge of the proper methods of collecting, handling, and processing evidence.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma or GED required; one year experience in police identification and evidence collection techniques in a similar law enforcement environment required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia driver's license.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of job related machines and office equipment. Must be able to move or carry related objects or materials. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to communicate with people to convey or exchange professional information.

**LANGUAGE ABILITY:** May require the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May be required to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

**INTELLIGENCE:** Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

**NUMERICAL APTITUDE:** May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape.

**MOTOR COORDINATION:** Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.